

**2021-2022
Biennium
Vermont Lobbying
Information System**

**Registration Renewal Instructions
& other basic information**



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Vermont
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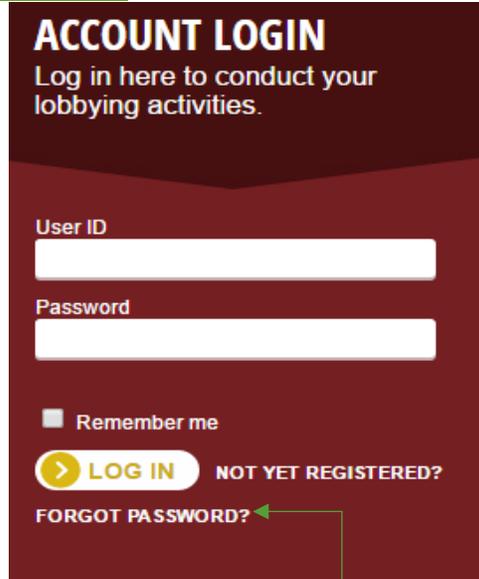
*James C. Condos
Secretary of State
128 State Street
Montpelier, VT 05633-1101*

I. Introduction

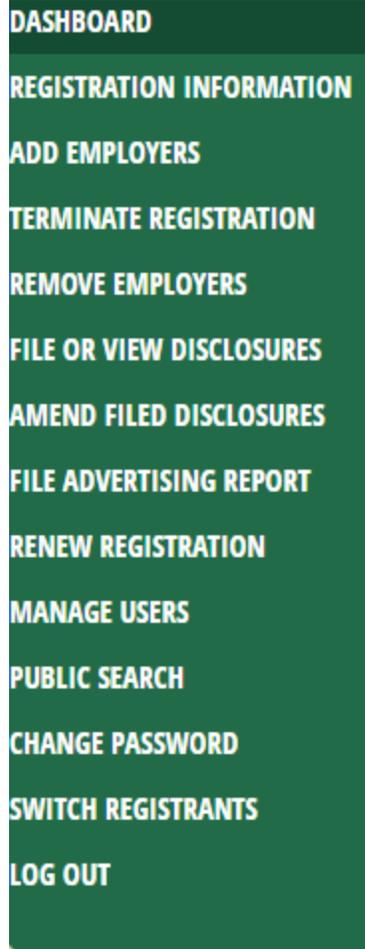
1. The State of Vermont is approaching the fourth biennium with our online lobbyist registration and disclosure filing system, which has allowed for easier accessibility and transparency in all facets of use and reviewing information.
2. During the 2019-2020 Biennium, there have been 631 registered lobbyists, 510 registered lobbyist employers and 25 lobbying firms.
3. **Please note: These instructions are solely for RENEWING the past biennium's information. If you are going to register in a different capacity for the new biennium, you will need to register as a new entity.**

II. How do I renew my registration as a lobbyist/lobbyist employer for the new Biennium?

1. If you had previously been registered during the 2019-2020 biennium as a lobbyist or lobbyist employer, it is easy to renew your registration in the Lobbying Information System.
2. You will use the same login information to enter into the system (i.e. your email address is your user ID and your password remains the same).
3. <https://lobbying.sec.state.vt.us/>



4. If you have trouble logging in, please utilize the “forgot password” prompt.
5. Once you enter your account, you will see your dashboard. On the left hand side, there is a list of actions that you can take. A little more than ½ way down the list, you will see the option “Renew Registration”.



6. Click on “Renew Registration” and it will take you to your “Lobbyist/Lobbyist Employer” information, which will be pre-populated with the prior Biennium’s information. At this point, you may make any necessary changes to your address, phone number, email address, etc. The same photo (for lobbyists) that you had used in the prior biennium will remain uploaded. If everything remains the same, you may simply hit “continue”.

(Please view image for example)

RENEW LOBBYIST 2014 – 2016 HOME HELP

steps: LOBBYIST EMPLOYER/FIRM REVIEW PAYMENT CONFIRMATION

LOBBYIST INFORMATION * = required field

*First Name: John
Middle Name:
*Phone: 802-888-8888
*Biennium: 2017 - 2018

*Last Name: Doe
*Lobbyist Email: l@t.com
Fax: - - - -
*Upload Photo: Choose File 11933424_1...8890_n.jpg Carol Allocco 2015.jpeg

Mailing Address:
*Street Address: PO Box 111 (street number, street name, or PO Box.)
*City: Montpelier
*Zip: 05601

Address Line 2:
*State: Vermont

CANCEL CONTINUE

- The next screen will be where you can add lobbyist(s) or lobbyist employer information. At this point, you may either add new lobbyists or lobbyist employers. You may also hit the “delete” button in order to remove any obsolete information. This is not a termination, just a removal of that entity from your listing. However, if everything remains the same as the prior biennium, you may click the edit button and update the “date lobbying commenced” (first date of the new biennium, NOT first date of actual employment) and then “update employer list”. This will populate the necessary information.

(Please view image for example)

RENEW LOBBYIST 2014 – 2016 HOME HELP

steps: LOBBYIST EMPLOYER/FIRM REVIEW PAYMENT CONFIRMATION

EMPLOYER INFORMATION

Search Employer: [Click here if employer not found](#)

*Employer Name: Johnson & Johnson

Associated Entity (if any):

*Date Lobbying Commenced: 01/01/2017

*Subject Matter: ADD

You may add more than one subject matter of Employment.

Su	Mo	Tu	We	Th	Fr	Sa	Action
1	2	3	4	5	6	7	DELETE
8	9	10	11	12	13	14	DELETE
15	16	17	18	19	20	21	DELETE
22	23	24	25	26	27	28	
29	30	31					

UPDATE EMPLOYER LIST

Employer Name	Date Lobbying Commenced	Subject Matter of Employment	Status	Actions
Johnson & Johnson		Pharmaceuticals, Health Care, Health Care	Active	EDIT DELETE

Note: You may add more than one Employer.

I am registering as a lobbyist for the first time for the legislative biennium, and the initial registration fee of \$60.00 plus \$15.00 for each lobbyist employer listed is included with this registration.

BACK CONTINUE

8. After this data populates, please hit the “continue” button. The next page will have your completed registration form filled out.

(Please view image for example)

The screenshot shows the 'RENEW LOBBYIST' registration process. At the top, it says '2014 - 2016' and has 'HOME' and 'HELP' links. A progress bar shows steps: LOBBYIST, EMPLOYER/FIRM, REVIEW, PAYMENT, and CONFIRMATION. The 'LOBBYIST INFORMATION' section includes a photo of a woman and the following details: Lobbyist Name: Carol Allocco, Address: PO Box 11553, City, State, and Zip: Albany, New York 12211, Email Address: @l.com (User ID), Phone: 518-432-8636, Fax: [blank]. The 'EMPLOYER INFORMATION' section is a table with columns: Employer Name, Date Lobbying Commenced, Subject Matter of Employment, and Status. The row shows: Johnson & Johnson, 01/01/2017, Pharmaceuticals, Health Care, Health Care, and Active. The 'PAYMENT INFORMATION' section lists: Registration Fee: \$60.00, Listing Fee: 1 x \$15.00 = \$15.00, and Total Payment: \$75.00. At the bottom, there is an 'ACCEPT' section with a checkbox and the text: 'I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and I agree to the terms and conditions under Vermont law.' There are 'BACK' and 'CONTINUE' buttons at the bottom.

9. **If all of the information looks correct** on this form, click the checkbox underneath the word “Accept” and then proceed to the “Continue” button.

10. **If any of the information is not correct**, please use the “Back” button and return to the prior screen in order to fix it.

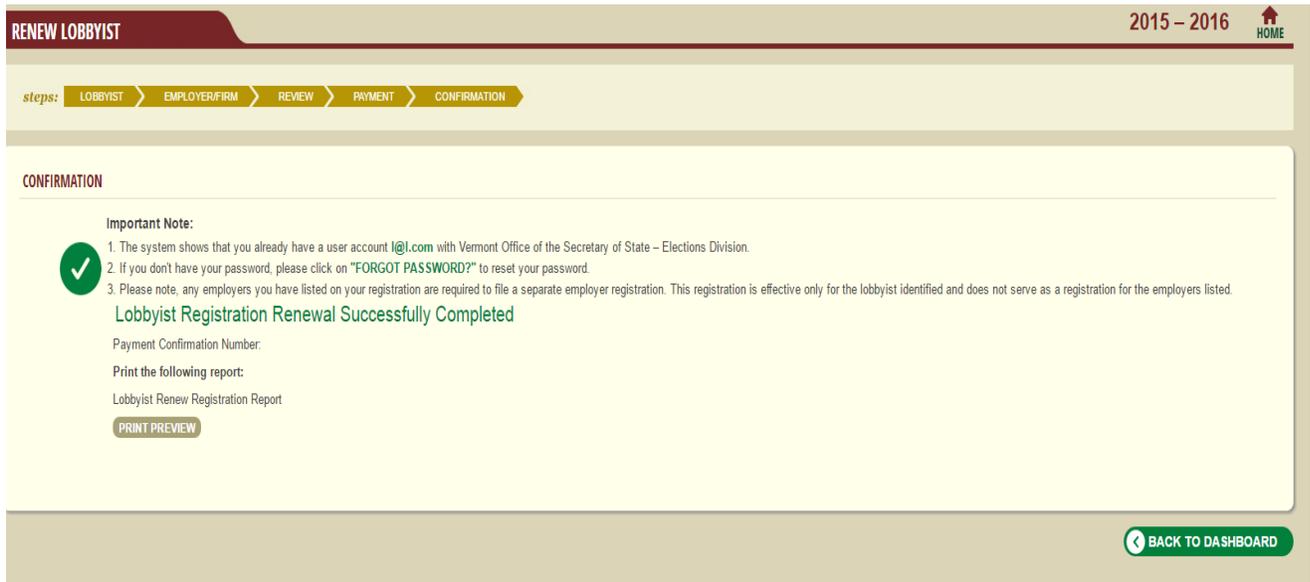
11. The **final step** in the registration process is the payment information, which will be on the next screen.

Please view image for example)

The screenshot shows the 'PAYMENT' section of the registration process. It has a progress bar with steps: LOBBYIST, EMPLOYER/FIRM, REVIEW, PAYMENT, and CONFIRMATION. The 'PAYMENT' section includes a note: '* = required field'. There is a radio button selection for 'I would like to pay using: Credit Card (selected) or eCheck'. The 'Total Amount:' section shows 'Total Payment Amount: \$75.00'. The 'Credit Card Information:' section has fields for: *Credit Card Number, *First Name, *Last Name, *Expiration Date: Month (dropdown) and Year (dropdown), and *Security Code (with a 'What is this?' link). The 'Billing Address:' section has radio buttons for 'Same as Registered Address' (selected) and 'Overseas Address', and fields for: *Street Address, *City, *State (dropdown: -- Select State --), and *Zip (two input boxes). At the bottom, there are logos for VISA, MasterCard, AMERICAN EXPRESS, and DISCOVER NETWORK. There are 'BACK' and 'PAY & REGISTER' buttons at the bottom.

12. Please remember that you may always utilize the “back” button. However, once you hit “Pay & Register” your transaction has been completed.

13. After completion, you will see this screen:



14. Your user ID and password will remain the same.

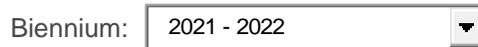
15. Please click on “Print Preview” in order to generate a pdf of your registration. You can also print and save this for your records.

16. **You have successfully registered for the 2021-2022 biennium.**

17. After you have gone through the process of registering for the 2021-2022 biennium, each time that you log into the Lobbyist Information System, you will have the option to choose all of your past information for the 2015-2016, 2017-2018 and 2019-2020 bienniums. This allows you to go in and look at your past history as well as utilize the data in the current biennium. Please refer to the screenshot below:

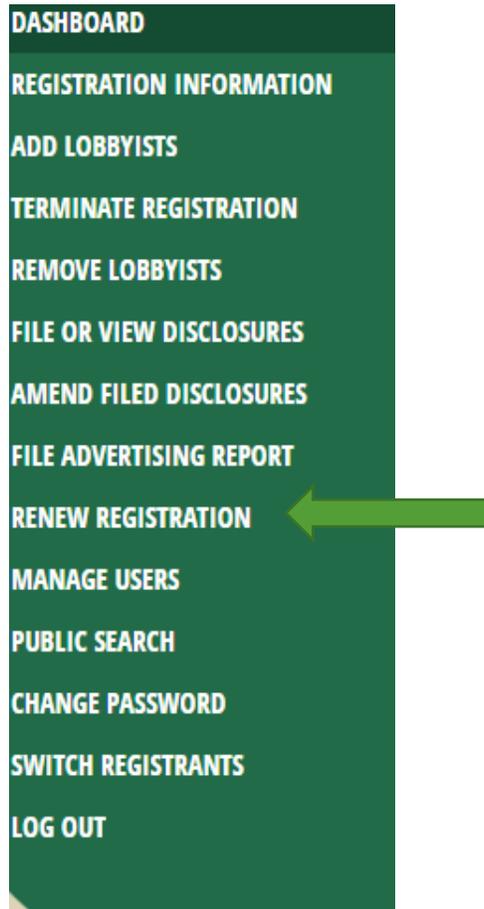


(You will choose the 2021-2022 Biennium)



III. Lobbying Firm Registration Renewal

1. As with the lobbyist/lobbyist employer login, your login information remains the same. You do NOT need to re-register as a “NEW lobbying firm.”
2. When you log in, you will see the option on the left-hand column “Renew Registration”



- When you choose the “Renew Registration” button, you will be directed to your Lobbying Firm account information. It will be pre-populated with the data that was included during the 2020-2021 Biennium. If nothing has changed, you simply just need to click “continue”. Otherwise, go ahead and update any pertinent data and then choose “continue”.

RENEW LOBBYING FIRM 2015 – 2016 HOME HELP

steps: LOBBYING FIRM LOBBYIST REVIEW PAYMENT CONFIRMATION

LOBBYING FIRM INFORMATION * = required field

*Name of Lobbying Firm: MMR, LLC

*Contact First Name: Donna

*Contact Last Name: Aldighetti

*Phone: 802-225-3100

Fax: _____

*Email: f@f.com

*Biennium: 2017 - 2018

Mailing Address:

*Street Address: 45 Court Street (street number, street name, or PO Box.)

Address Line 2: _____

*City: Montpelier

*State: Vermont

*Zip: 05602

CANCEL CONTINUE

- The next screen brings you to your lobbyist information. Again, it will be pre-populated with the lobbyist information from the last biennium. Any additions or changes may be made here. If everything is the same, simply click “continue”. (Please remember, at any time, you may use the “back” button if necessary.)

RENEW LOBBYING FIRM 2015 – 2016 HOME HELP

steps: LOBBYING FIRM LOBBYIST REVIEW PAYMENT CONFIRMATION

LOBBYIST INFORMATION * = required field

* Search Lobbyist: (Last, First Middle) _____ [Click here if lobbyist not found](#)

* First Name: _____

* Last Name: _____

* Street Address: _____ (street number, street name, or PO Box.)

Address Line 2: _____

* City: _____

* State: Vermont

* Zip: _____

ADD TO LIST

First Name	Last Name	Address	Status	Actions
Andrew	MacLean	45 Court Street, Montpelier, VT 05602	Active	DELETE
Chris	Rice	45 Court Street, Montpelier, VT 05602	Active	DELETE
Heidi	Tringe	45 Court St., Montpelier, VT 05602	Active	DELETE
Warren	Coleman	45 Court Street, Montpelier, VT 05602	Active	DELETE
Laura	Pelosi	45 Court Street, Montpelier, VT 05602	Active	DELETE
Matt	McMahon	45 Court Street, Montpelier, VT 05602	Active	DELETE

Note: You may add more than one Lobbyist.

A lobbying firm is "a sole proprietorship, partnership, corporation, limited liability corporation, or unincorporated association which receives or is entitled to receive \$500.00 or more in monetary or in-kind compensation for engaging in lobbying, either personally or through its agents, in any calendar year and employs more than one individual lobbyist, contracts with at least one other lobbyist, or is affiliated with at least one other lobbyist."

A lobbying firm is "a sole proprietorship, partnership, corporation, limited liability corporation, or unincorporated association which receives or is entitled to receive \$500.00 or more in monetary or in-kind compensation for engaging in lobbying, either personally or through its agents, in any calendar year and employs more than one individual lobbyist, contracts with at least one other lobbyist, or is affiliated with at least one other lobbyist."

Every lobbying firm shall pay an initial listing fee of \$150.00

3 BACK **CONTINUE**

- The renewal fee for the 2021-2022 Biennium is \$150, regardless of whether or not you have added new lobbyists or if your lobbyists are still the same as the prior biennium. When you click continue, you will see the following screen:

steps: LOBBYING FIRM > LOBBYIST > REVIEW > PAYMENT > CONFIRMATION

LOBBYING FIRM INFORMATION

Lobbying Firm Name: MMR, LLC
 Address: 45 Court Street
 City, State, and Zip: Montpelier, Vermont 05602
 Email Address: f@gf.com (User ID)
 Phone: 802-225-3100
 Fax:

LOBBYIST INFORMATION

First Name	Last Name	Address
Andrew	MacLean	45 Court Street, Montpelier, VT 05602
Chris	Rice	45 Court Street, Montpelier, VT 05602
Heidi	Tringe	45 Court St., Montpelier, VT 05602
Warren	Coleman	45 Court Street, Montpelier, VT 05602
Laura	Pelosi	45 Court Street, Montpelier, VT 05602
Matt	McMahon	45 Court Street, Montpelier, VT 05602

PAYMENT INFORMATION

Initial Listing Fee: \$150.00

ACCEPT

I hereby certify, under the pains and penalties of perjury, that the information provided is true and accurate to the best of my knowledge, information, and belief. By checking this box, no signature is needed and I agree to the terms and conditions under Vermont law.

[← BACK](#) [CONTINUE →](#)

- Please click on the “accept” box and then “continue” to proceed to payment.
- Your next screen is the payment information screen. Please enter this information and your firm registration will be complete.

steps: LOBBYIST > EMPLOYER/FIRM > REVIEW > PAYMENT > CONFIRMATION

PAYMENT * = required field

I would like to pay using: Credit Card eCheck

Total Amount: Total Payment Amount: \$75.00

Credit Card Information:

* Credit Card Number:
 * First Name:
 * Last Name:
 * Expiration Date: Month: Year:
 * Security Code: [What is this?](#)

Billing Address: Same as Registered Address Overseas Address

* Street Address:
 * City:
 * State: -- Select State --
 * Zip:

[← BACK](#) [PAY & REGISTER →](#)

8. You will get your registration confirmation after payment is completed. Please be sure to print this for your records by clicking on “Print Preview”.

RENEW LOBBYING FIRM 2015 - 2016 HOME

steps: LOBBYING FIRM LOBBYIST REVIEW PAYMENT CONFIRMATION

CONFIRMATION

 **Important Note:**

1. The system shows that you already have a user account f@f.com with Vermont Office of the Secretary of State – Elections Division.
2. If you don't have your password, please click on "FORGOT PASSWORD?" to reset your password.

Lobbying Firm Registration Renewal Successfully Completed

Payment Confirmation Number:

Print the following report:

Lobbying Firm Renew Registration Report

[PRINT PREVIEW](#) 

[BACK TO DASHBOARD](#)

9. You have completed the lobbying firm registration process.